

**Committee:** Joint Commissioning Committee

**Date:** Thursday 29 October 2015

**Time:** 6.30 pm, or on the rising of the Joint Councils  
Employee Engagement Committee, whichever is later

**Venue:** Bodicote House, Bodicote, Banbury, Oxfordshire  
OX15 4AA

### **Membership**

Councillor Ian McCord (Chairman)	Councillor Nicholas Turner (Vice-Chairman)
Councillor Ken Attack	Councillor Phil Bignell
Councillor Lizzy Bowen	Councillor Rebecca Breese
Councillor Roger Clarke	Councillor Chris Lofts
Councillor Lynn Pratt	Councillor G A Reynolds
Councillor Barry Richards	Councillor Barry Wood

## **AGENDA**

**1. Apologies for Absence and Notification of Substitutes**

**2. Declarations of Interest**

Members are asked to declare any interest and the nature of that interest that they may have in any of the items under consideration at this meeting.

**3. Petitions and Requests to Address the Meeting**

The Chairman to report on any requests to submit petitions or to address the meeting.

Cherwell District Council  
Bodicote House  
Bodicote  
Banbury  
Oxfordshire  
OX15 4AA

South Northamptonshire Council  
The Forum  
Moat Lane  
Towcester  
Northamptonshire  
NN12 6AD

#### **4. Chairman's Announcements**

To receive communications from the Chairman.

#### **5. Minutes (Pages 1 - 8)**

To confirm as a correct record the Minutes of the meeting held on 1 October 2015.

#### **6. Draft Role Competencies Profiling Policy (Pages 9 - 34)**

Report of Chief Executive

##### **Purpose of report**

To present the draft Role Competencies Profiling Policy, the first stage in the implementation of the competency framework within the Organisational Development workstream.

##### **Recommendations**

The meeting is recommended:

- 1.1 To approve the draft Role Competencies Profiling Policy for use on all roles within both Councils, that will support the roll out of the competency framework

#### **7. Urgent Business**

The Chairman to advise whether they have agreed to any item or urgent business being admitted to the agenda.

#### **8. Exclusion of the Public and Press**

The following items contain exempt information as defined in the following paragraphs of Part 1, Schedule 12A of Local Government Act 1972.

1 – Information relating to any individual

2 – Information which is likely to reveal the identity of an individual

3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information).

4 – Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

Members are reminded that whilst the following items have been marked as exempt, it is for the meeting to decide whether or not to consider them in private or

in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

Should Members decide not to make decisions in public, they are recommended to pass the following recommendation:

“That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraphs 1, 2, 3 and 4 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

**9. A Business Case to Create a Joint Communications and Marketing Service**  
(Pages 35 - 102)

\*\* Please note Appendix D to this report will be circulated separately to the main agenda pack \*\*

Exempt Report of Head of Transformation

**10. Business Case - Management Arrangements**

\*\* Please note that this report will be circulated separately to the main agenda \*\*

Exempt Report of Joint Chief Executive

## **Information about this Meeting**

The agenda, reports and associated documents for the above meeting are available at the offices and websites of Cherwell District Council and South Northamptonshire Council at the addresses and websites set out on the agenda front sheet.

### **Apologies for Absence**

Apologies for absence should be notified to [natasha.clark@cherwellandsouthnorthants.gov.uk](mailto:natasha.clark@cherwellandsouthnorthants.gov.uk) or 01295 221589 prior to the start of the meeting.

### **Declarations of Interest**

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

### **Evacuation Procedure**

When the alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the assembly point as directed by Democratic Services staff and await further instructions.

## **Access to Meetings**

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

## **Mobile Phones**

Please ensure that any device is switched to silent operation or switched off.

## **Queries Regarding this Agenda**

Please contact Natasha Clark, Democratic and Elections  
natasha.clark@cherwellandsouthnorthants.gov.uk, 01295 221589

**Sue Smith**  
**Chief Executive**

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